



Application Guide for the International Skilled Worker Category Saskatchewan Immigrant Nominee Program (SINP)

This Application Guide outlines the requirements for the International Skilled Worker Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes the instructions and process necessary for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Please note that program criteria may change without notice and the SINP will assess applications according to the criteria in the application guide posted on the Saskatchewan immigration website when the SINP receives your application. To check if you have the most up-to-date application guide, please visit:

www.saskimmigrationcanada.ca/international-skilled-worker

For more information, please contact:

**Government of Saskatchewan
Immigration Services Branch**
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Telephone: (Canada 001) 306-798-7467
Facsimile: (Canada 001) 306-798-0713
General Inquiries: immigration@gov.sk.ca

Online Application can be accessed at:
<http://www.saskimmigrationcanada.ca/>

Updated May 26, 2014

Table of Contents

I. What is the SINP?	3
What is the SINP International Skilled Worker Category?	3
How the SINP Works	3
Who is not eligible to apply under the International Skilled Worker Category?	4
II. Eligibility Requirements	4
Eligibility	4
Assessment Rating.....	5
General Guidelines for Supporting Documents	8
Supporting Documents	8
III. The Application Process	15
How to Apply	15
General Guidelines for Completing the Forms	15
Who is Included with Your Application?.....	15
What Happens to Your Application Package?	16
About Immigration Representatives and Designated Individuals	17
Important Employment Links.....	20
IV. Important Terms	21
Appendix A – SINP In-Demand Occupation List	25

I. What is the SINP?

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program, administered by the province that operates under an agreement with the federal government. This program can provide a quicker means of entry into Canada; it allows Saskatchewan to nominate applicants to the federal government for permanent residency status. The SINP offers:

- applicant selection based on the province's economic and labour force needs;
- competitive application processing times; and,
- provincial immigration officers who can provide customer support throughout the process.

What is the SINP International Skilled Worker Category?

The International Skilled Worker Category is for skilled workers who want to work and live in Saskatchewan. This category enables the SINP to nominate individuals with post-secondary education and/or high skilled work experience that have the education, experience, language ability and other factors to help them to successfully establish and integrate into Saskatchewan's labour market and communities.

How the SINP Works

Two-Step Immigration Process

Step 1: Apply online to the SINP for nomination.

- the SINP reviews your application; and,
- if approved, the SINP will:
 - send a nomination certificate to Citizenship and Immigration Canada (CIC); and,
 - send a nomination letter and a work permit support letter to you explaining how to submit an application to CIC.

Step 2: Apply to CIC Central Intake Office (CIO) with your SINP nomination for permanent residence.

- CIC considers your application after they receive the nomination certificate from the SINP; and,
- CIC conducts health, security, and criminality reviews and verifies other inadmissibility provisions in the Immigration and Refugee Protection Act (IRPA) before issuing permanent resident visas to you and your accompanying family members.

Who is not eligible to apply under the International Skilled Workers Category?

- Refugee claimants in Canada claiming refugee status from the government of Canada.
- Health professionals (must apply to the [SINP Health Profession sub-category](#)).

You may not be eligible for nomination if any of the following situations is true:

- you failed to submit documentation as requested by SINP;
- you failed to establish that your intent to live and work in Saskatchewan is genuine; and,
- you and or your representative have intentionally misrepresented yourselves in the application.

II. Eligibility Requirements

Eligibility

(See Supporting Documents section for detailed information)

You may qualify to apply under the SINP International Skilled Worker Category if you live outside of Canada or you have proof of legal status in Canada, you are not a refugee claimant **and** you meet the following criteria:

- 1.** You must score a minimum of 60 points out of 100 on the point assessment grid.
- 2.** You must have a minimum language score of [Canadian Language Benchmark \(CLB\) 4](#). Please note, CLB 4 is the minimum; employers and regulatory bodies may require higher language scores.
- 3.** You must have:
 - (I) A permanent, full-time employment offer from a Saskatchewan employer that is registered with the SINP in either an occupation in the [National Occupational Classification \(NOC\) Matrix level](#) “A”, “B” OR “0” or in a [designated trade](#) in Saskatchewan, and minimum of one-year work experience in the past ten years in this occupation.
 - To provide proof you must have an [employment offer letter](#) and a valid SINP Job Approval Letter.
 - If the job offer is in an occupation that is [regulated](#) in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you must first apply for licensure from the appropriate regulatory body **before** applying to the SINP. To see if your occupation is regulated in Saskatchewan, go to [Is my occupation regulated?](#). Proof of eligibility for Saskatchewan licensure from the regulatory body will be required as part of the SINP application.
 - Please note: Food and Beverage Servers/Persons must apply under the [Hospitality Sector Pilot Project sub-category](#).

OR

- (II) If you are not providing a skilled employment offer you must meet all of the following requirements:
 - you must have a minimum of one-year work experience in the past ten years related to your field of education or training, in a skilled position;

- your field of education or training must be in a high skilled occupation (NOC “A”, “B” or “0”) that is considered to be in-demand in Saskatchewan. Please see Appendix A for the list of eligible occupations;
- you must have completed a minimum of one year of post-secondary education or training, which is comparable to the Canadian education system that has resulted in a degree, diploma, certificate, or a certificate equivalent to a trade certificate (that is verifiable);
- If you are intending to work in an occupation that is [regulated](#) in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you must first apply for licensure from the appropriate regulatory body **before** applying to the SINP. To see if your occupation is regulated in Saskatchewan, go to [Is my occupation regulated? \(www.saskimmigrationcanada.ca/is-my-occupation-regulated\)](#). Proof of eligibility for Saskatchewan licensure from the regulatory body is required as part of the SINP application; and,
- You must have proof of settlement funds and a settlement plan.

Criteria Subject to Change

Program criteria may change without notice and the SINP will assess applications according to the criteria in the application guide posted on the Saskatchewan immigration website when the SINP receives your application.

Nomination Limit and Application Intake Thresholds

Please be advised the SINP is subject to a nomination limit set by the federal government and [application intake thresholds](#). The ability to be nominated is affected by these constraints and program criteria. No application is guaranteed to be accepted and/or nominated. To see how many more applications will be accepted under each category, visit [www.saskimmigrationcanada.ca/sinp-application-intake-thresholds](#) .

Assessment Rating

You must score a minimum of 60 points out of 100 points on the point assessment grid to be considered for nomination.

You are awarded points on the basis of five factors:

- education and training;
- skilled work experience;
- language ability;
- age; and,
- Saskatchewan Labour Market and Adaptability.

You must attach documents to support the information for the eligibility criteria and points factors. For example, if you claim 20 points for having a university degree, you must attach a scanned copy of your university degree and complete transcripts. If your degree is printed in a language other than English, you must also attach a translation of it. For more information on the requirements for supporting documents, please see the Supporting Documents section of this guide and Section IV for important terms and definitions.

FACTOR I: LABOUR MARKET SUCCESS INDICATORS

FACTOR I (A): EDUCATION & TRAINING

The principal applicant's education points are calculated according to documented proof of completed post secondary education and/or training programs from a nationally or provincially recognized institution or regulatory body. The principal applicant must include diplomas, certificates or degrees for any education or training with their complete transcripts. (Maximum total points = 23)

Master's or Doctorate degree; OR	23
University Degree that required at least three years of full-time study; OR	20
Trade certification equivalent to journey person status in Saskatchewan (<i>credential must be approved by the Saskatchewan Apprenticeship and Trade Certification Commission</i>); OR	20
Degree, diploma or certificate that required at least two years of full-time post-secondary study, or certificate equivalent; OR	15
Degree, diploma or certificate that required at least one year of full-time post-secondary study, or certificate equivalent to a trade certificate; OR	12
Other education or on the job training.	0

FACTOR I (B): SKILLED WORK EXPERIENCE

The principal applicant's work experience points are calculated according to documented proof of skilled work experience (NOC 0, A, B) in their intended occupation in the last ten years. The applicant must show at least one full time year, or equivalent, of skilled work experience in his/her intended occupation in order to be eligible to apply. Documentation must include a letter of reference from the supervisor or Human Resources officer for each work experience listed that is printed on company letterhead, applicant's official work book or other official government document. A letter of reference must state the job title, job duties, wage and duration of employment. (Maximum total points = 15)

Work experience gained over the last ten years is weighted. Applicants get two points for each year worked in the intended occupation in the most recent five years, and one point for each year from the six to ten year period prior to applying, up to a maximum of 15 points.

(A) WORK EXPERIENCE DURING THE MOST RECENT FIVE YEARS PRIOR TO APPLICATION	
5 years	10
4 years	8
3 years	6
2 years	4
1 year	2
(B) WORK EXPERIENCE DURING THE SIX TO TEN YEAR PERIOD PRIOR TO APPLICATION	
5 years	5
4 years	4
3 years	3
2 years	2
1 year	0

e.g., If an application is submitted on 1-Jan-2014, points for experience gained during the most recent five years would be from 2009-2013, and points for experience gained during the six to ten year period would be from 2004-2008.

FACTOR I (C): LANGUAGE ABILITY	
<p>The principal applicant's language ability is calculated according to documented ability in one of Canada's official languages, English or French. If the applicant is proficient in both, s/he should choose the language that is most comfortable as the first official language. Applicants must submit official results of a recent SINP-approved language test as proof of language proficiency. "CLB" refers to Canadian Language Benchmarks. (Maximum total points = 20)</p> <p>Visit www.cic.gc.ca/english/immigrate/cec/language-testing.asp to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+ and visit www.saskimmigrationcanada.ca/language-requirements to convert to CLB 4.</p>	
FIRST LANGUAGE	
CLB 8 and higher	20
CLB 7	18
CLB 6	16
CLB 5	14
CLB 4 (minimum requirement)	12
English or French native speaker without language test results	0
FACTOR I (D): AGE	
<p>The principal applicant's age points are calculated according to the date of application to the SINP.</p>	
<18	0
18-21	8
22-34	12
35-45	10
46-50	8
>50	0
MAXIMUM POINTS – FACTOR I LABOUR MARKET SUCCESS INDICATORS	70
FACTOR II: CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY	
<p>The principal applicant's points are calculated according to documented proof of a strong connection to Saskatchewan with genuine intention and ability to successfully settle and economically establish in Saskatchewan as a permanent resident. (Maximum total points = 30)</p>	
High skilled employment offer (NOC 0, A, B or a designated trade in Saskatchewan); OR	30
Close relative in Saskatchewan (The applicant or accompanying spouse has a close relative that is a Canadian citizen or permanent resident residing in Saskatchewan – includes: parent, sibling, grandparent, aunt, uncle, cousin and step-family members or in-laws of the same relationships. Supporting family members must meet the requirements as listed in the Application guide); OR	20
Previous work experience in Saskatchewan (The applicant <u>worked</u> in Saskatchewan for at least twelve months in the past five years on a valid work permit); OR	5
Previous student experience in Saskatchewan (The applicant <u>studied</u> at a recognized Saskatchewan education institution for at least one full time academic year on a valid study permit)	5
MAXIMUM POINTS – FACTOR II CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY	30
MAXIMUM POINTS TOTAL - FACTOR I & II	100

Supporting Documents

You must meet the eligibility requirements in Section II of the Application guide. The supporting documents are required to support your eligibility for your immigration application and are used to prove your identity, work experience, education credentials, language ability, finances, etc. During application assessment, the SINP may request additional documentation that is not listed in the guide as necessary.

All documents must be clear and easy to read **scanned copies** of the original documents. If your documents are not in English or French, you must submit **all** of the following:

- a scanned copy of the original document;
- a scanned copy of the English or French translation of the document; and,
- a scanned copy of an affidavit from the translator describing their translation ability.

Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application. **Please note:** the CIC Central Intake Office (CIO) requires that the translator be certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements when applying for permanent residency.

If documents are unclear, missing, or not translated into English or French your application will be rejected and the SINP will send you instructions on what is required or missing and how to apply again.

1. Job Offer Requirements (if applicable)

Your employer must register on the [SINP Employer website](#) to use the SINP and to have your job offer assessed and approved by the SINP.

- Your job offer must be a permanent full-time offer from a Saskatchewan employer that is registered with the SINP in an occupation in the [National Occupational Classification \(NOC\) Matrix level](#) “A”, “B” OR “0” or in a designated trade in Saskatchewan. (Please note: Food and Beverage Servers/Persons must apply under the Hospitality Sector Pilot Project sub-category.) All positions must offer wages and working conditions that match or exceed Canadian standards in that occupation.

Letter of Offer

The offer of full-time, permanent employment must:

- be addressed to the principal applicant;
- state the job title, duties and responsibilities, wage, benefits, and company contact information;
- list the location (e.g. town/city) of your position in Saskatchewan; and,
- be issued on the company’s letterhead and signed by the employer.

SINP Job Approval Letter

Once the job offer is approved, your employer will receive a Job Approval Letter that includes your position, name and NOC code. Submit a scanned copy of the SINP Job Approval Letter with your application. Your job offer must be approved by the SINP before you apply to the SINP, or your application will be rejected and the SINP will send you instructions on what is required or missing and how to apply again.

2. Language Credentials

To meet the language requirement you must provide language test results from a designated testing agency. You must have English and/or French language ability of Canadian Language Benchmark (CLB) 4 or higher. Your test results cannot be more than two years old at the time of application. CLB 4 is the minimum; employers and regulatory bodies may require higher language scores.

The acceptable tests and equivalence to CLB 4 (minimum scores) are:

- International English Language Testing Systems (IELTS, GENERAL TRAINING):
 - Speaking – 4
 - Listening - 4.5
 - Reading - 3.5
 - Writing - 4
- Canadian English Language Proficiency Index Program (CELPIP):
 - Speaking - 4
 - Listening - 4
 - Reading - 4
 - Writing - 4
- Test d'évaluation de français (TEF):
 - Speaking – 181
 - Listening - 145
 - Reading - 121
 - Writing - 181

Note: If you are a native speaker from an English or French speaking country where you are a citizen or permanent resident, you are not required to provide the language test results however, you will not receive any points on the points assessment for language.

3. Identity and Civil Status Documents

You need to provide the following documents to confirm your identity and civil status:

- birth certificates that list both parents for:
 - you (the principal applicant);
 - your spouse or common-law partner (if applicable); and,
 - each dependent child whether accompanying you to Canada or not (if applicable).

- if you are married or widowed you must include:
 - marriage certificate; and /or
 - death certificate of former spouse (if applicable).
- if you are in a common-law relationship you must include:
 - [IMM 5409 Declaration of Common-Law Union](#) (if in a common-law relationship of one year or more); and,
 - proof of at least one year of common law relationship (examples of proof include: statements or letters from a bank or financial institute showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly owned property other than your residence; copy of bills or receipts made to both of you; copy of life insurance naming the other partner as the beneficiary, etc).
- if you or your spouse is divorced you must include:
 - final divorce documents for all divorces; and,
 - custody and child support documents (if applicable).
- if you have dependent children, you must include the following documents that apply to your situation:
 - adoption papers; and,
 - proof of full-time studies for all dependent children aged 22 or older (e.g. letter(s) from the school(s) signed by a school official confirming the dependant is an ongoing full-time student, since before the age of 22) and has depended largely on a parent's financial support since that time.
- if you have dependent children, accompanying or not, and the child's other parent is not accompanying you to Canada you must include:
 - a letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; or
 - proof of custody for the child/children under the age of 18 and proof that you have legal authority to remove the child/children from your home country (if applicable).

4. Education/Training Credentials (if applicable)

If you are not providing a skilled job offer from a SINP-registered employer, you must have completed a minimum of one year of post-secondary education or training, which is comparable to the Canadian education system that has resulted in a degree, diploma, certificate, or a certificate equivalent to a trade certificate (that is verifiable). See the required documentation below.

If you have a skilled job offer and are claiming points for education and training, you must provide the following documentation.

You must submit documents to verify your training and/or post-secondary education. Approved documentation can be one or more of the following:

- education/trade certificates, degrees or diplomas with a copy of official transcripts wherever applicable, showing school(s) attended or courses taken;

- professional designations, professional licenses and/or professional association memberships; and,
- certification of apprenticeship/certificate equivalent (that is verifiable and comparable to the Canadian education system programs) with details of program structure, courses, length and its administering or regulatory authority.

5. Work Experience Credentials

A minimum of one-year work experience in the last ten years in your intended occupation is required or, if you are not providing a skilled job offer from a SINP-registered employer, you must provide a minimum of one year work experience in a skilled occupation over the past ten years related to your field of education.

You must submit letters of reference from previous employers to prove your work experience for each work experience listed for the point assessment grid.

Documentation must include letters of reference from the supervisor or Human Resources Officer printed on company letterhead or the applicant's official work book or other official government documents. Each letter should indicate the following:

- your job position and dates of employment;
- your main duties/responsibilities;
- the number of hours you worked each week if the position was not full-time; and,
- the contact information of your supervisor or manager.

6. Regulatory or Licensing Credentials (if applicable)

If you are intending to work in an occupation that is [regulated](#) in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you must first apply for licensure from the appropriate regulatory body **before** applying to the SINP. To learn about regulated occupations in Saskatchewan go to [Is my occupation regulated?](#)

You must provide proof of eligibility for Saskatchewan licensure from the regulatory body as part of the SINP application. If your application does not include this proof of eligibility then the SINP will reject your application and you can reapply when you obtain this proof. The SINP will verify with the appropriate regulatory body that all assessments and requirements for licensure have been met.

If you intend to work in a health profession, you must apply under the [SINP Health Professions sub-category](#).

For more information on licensing, regulated, and non-regulated occupations in Saskatchewan and Canada, visit [Working in Canada](#).

7. Settlement Funds and Settlement Plan (if applicable)

If you do not have an offer of permanent employment from a SINP-registered employer, you must intend to find work in Saskatchewan and prove that you are able to support your household during your employment search after you arrive, as well as show that you have a plan for your settlement.

Settlement Funds

You are required to provide proof of the required settlement funds only, not of all your financial assets. The amount of money you need to support your family is set by the size of your household. The following funds are the minimum required throughout the immigration process (SINP application and permanent residency application).

Settlement Funds

Number of Persons in Household	Funds Required (in Canadian dollars)
One person	\$11,000
Two people	\$15,500
Three people	\$19,000
Four people	\$22,000
Five people	\$24,500
Six+ people	\$26,800

In your application you are required to submit detailed documentation to verify three consecutive months of stable funds prior to application to the SINP, including a detailed history of funds. These funds must meet requirements throughout the entire immigration process. Acceptable funds include those from the following sources only: Checking accounts; Savings accounts; GIC; Mutual Funds; RRSP; TFSA; Term Deposits; Time Deposits.

Please note that the settlement funds must be in the principal applicant and/ or spouse's name.

Settlement Plan

You are required to complete Citizenship and Immigration Canada's online settlement planning tool. The [Living in Canada](#) tool will help you build a customized settlement plan based on your current situation. Once you fill out the online questionnaire, please email the plan to yourself. Once you receive the plan by email, attach a copy to your SINP application.

For more information about settlement services in Saskatchewan visit [Interactive Map](#) and select the region or community that pertains to you.

8. *Close Relative in Saskatchewan* (if applicable)

The following is considered a close relative:

- parents
- sisters/brothers
- aunts/uncles
- nieces/nephews
- first cousins
- grandparents
- step-family members/in-laws of the same relationship

If you are claiming points for a close family member, you must provide the following from the family member:

- birth certificate, marriage certificate and or any other official government education or religious documents that prove your relationship to your close family relative. Please note that the SINP does not accept affidavits;
- scanned copy of the relative's Canadian permanent resident or citizenship card, or Canadian passport;
- proof that they have been living in Saskatchewan for the past twelve months and are self-sufficient:
 - utility bills from the past twelve months from either SaskPower; SaskEnergy; a city or town office. (We will not accept telephone, cellular or cable bills);
 - Saskatchewan Health Card or Saskatchewan Driver's license;
 - proof that they are registered tenant at a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
- proof of receipt of income for the past three months.

Other documents may be asked for but are not required at the time of application. For example, if your close relative has children between the ages of five and seventeen, you may be asked for copies of their enrollment in the Saskatchewan education system.

Close family members can support one application at a time (one household can support one application at a time). If your close family member is already supporting a SINP application, they cannot support your application until the nominee they supported has lived and worked in Saskatchewan for six months. Your application will need to include documentation from your close relative regarding the previous supported applicant to show that the supported nominee has settled in Saskatchewan, including:

- proof of Permanent Resident status or Canadian Citizenship:
 - Canadian permanent resident card; or
 - Canadian citizenship card; or
 - Canadian passport.
- proof that they have been living and working in Saskatchewan for the past six months:
 - utility bills from the past six months from either SaskPower; SaskEnergy; a city or town office (SINP will not accept telephone, cellular or cable bills);
 - Saskatchewan Health Card or Saskatchewan Driver's license;

- proof that they are registered tenant at a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
- proof of employment during the past six months. Documentation must include copies of paystubs or a letter from the employer confirming employment. This letter should be on company letterhead.

PLEASE NOTE: SINP may request that you submit additional documents or information as deemed necessary.

9. Previous work experience in Saskatchewan (if applicable)

If you are claiming points for working in Saskatchewan you must submit documents to verify that you have previously worked in Saskatchewan for a minimum of 12 months in the past five years. You will need to provide the following:

Letters of reference from your previous employer(s) that are written on official company letterhead and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate the following:

- your job position;
- dates of employment; and,
- your main duties/responsibilities.

10. Previously studied in Saskatchewan (if applicable)

If you are claiming points for studying in Saskatchewan you must submit the following documents:

- education/trade certificates, degrees or diplomas with official transcripts wherever applicable, showing school(s) attended or courses taken; or
- letter from the registrar stating that you studied at a Saskatchewan Institute.

11. Passports

Your passport must be valid throughout the immigration process (from application to permanent residency). You will need to include scanned copies of pages in your passport that show the passport number, date of issue, expiry date, photo, name, and place of birth for:

- yourself (the principal applicant);
- your spouse or common-law partner (if applicable); and,
- all dependent children accompanying you to Canada (if applicable).

If you live in a country that is different than your nationality, please include a scanned copy of your visa for the country in which you currently live.

12. Police Report(s) (if applicable)

If you or any dependent over the age of 18 has committed an offence or has been convicted of a crime, you must provide a scanned copy of a police report from the country or countries where the offense(s) occurred and your current country of residence. In addition to the police report, submit any proof of rehabilitation, if applicable.

III. The Application Process

How to Apply

Step 1: Read and review the Application Guide and checklist for instructions on completing your application.

Step 2: Obtain all the required supporting documents. For a detailed description, please see the Supporting Documents section of this guide.

Step 3: Complete the required federal forms and any other federal forms that apply to your situation.

Step 4: Review and organize your completed forms and supporting documents to ensure you have a complete application package.

Step 5: Apply online at www.saskimmigrationcanada.ca/ Scan and upload all your completed forms and supporting documents in PDF format onto your electronic application. Keep the originals for your records.

Step 6: Ensure that you save and submit your application online.

General Guidelines for Completing the Forms

- All **Federal forms** must be **scanned and uploaded to your online application**.
- The federal forms can be completed online and a copy saved to upload to your SINP online application.
- If you need more space for any form, attach a separate sheet of paper to the back of the intended form and indicate the number of the question you are answering.
- **Answer all questions.** If you leave any sections blank, your application will not be accepted.
- If any sections do not apply to you, write the answer “None”. For example, on [Schedule A - Background/Declaration](#), question 11 is about past military service. If you have never served in the military, answer this question with “NONE”.
- If your application is accepted and the information you provide on the forms changes before you arrive in Canada, you must inform the SINP office and the visa office where your application was sent. Do this even if your visa has already been issued.

Who is Included with Your Application?

You must list all dependents on your application to the SINP International Skilled Worker Category whether or not they are coming to Canada with you. Accompanying dependents include:

- ***spouse*** – A husband or wife of the opposite or same sex;
- ***common-law partner*** – A person of the opposite or same sex with whom you have lived in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage; and,
- ***dependent children*** – Daughters and sons (including step-children, children adopted before the age of 18, and children who are not in your custody) who are:
 - under the age of 22 and do not have a spouse or common-law partner; or
 - a full-time student on an ongoing basis since before the age of 22, and has depended largely on a parent's financial support since that time; or
 - 22 years old and over, and became a spouse or partner before the age of 22, and has been a full-time student on an ongoing basis since before the age of 22 and has depended largely on a parent's financial support since they became a spouse or partner; or
 - 22 years old and over, and has depended largely on the parent's financial support since before the age of 22 because of a physical or mental condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date.

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada's Family Sponsorship program or another immigration category. That application will have to be approved before your dependent family members will be allowed to join you.

Note: Parents, brothers and sisters of the principal applicant cannot be included in the SINP application.

What Happens to Your Application Package?

- Once your complete online application package is received (including all required information), the SINP will assess it against the eligibility criteria for the International Skilled Worker Category.
- You will receive a receipt letter via email that includes your application number. Please use this number to reference all inquiries or submissions for your application.
- You will only be contacted by the SINP with requests for missing documents and or with the results of our assessment. All communication is done via email. If you are required to submit additional documents email: immigration.documents@gov.sk.ca.
- If you are nominated/accepted for immigration under the International Skilled Workers Category, you will be nominated to the federal government for permanent residency status.

If the SINP decides that you are not eligible for immigration to the province, you may apply again at a later date if your situation changes and you meet the requirements.

If your application is **approved** for nomination, your next steps are:

1. Apply to [Citizenship and Immigration Canada \(CIC\)](#). Use your updated federal forms, supporting documents, and the letter of nomination from the SINP. You will also receive detailed instructions on sending your application to the Central Intake Office (CIO).
2. The Canadian visa office will send you instructions on medical examinations. The Canadian visa office may require additional documentation at this time. In some cases, you may have to attend an interview.
3. If you meet all the requirements, CIC will issue permanent residence visas for you and your dependents.

About Immigration Representatives and Designated Individuals

Please note that you do not need to hire a lawyer, an immigration consultant or a representative to access the SINP.

IMPORTANT: Applicants may only work with foreign worker recruiters and immigration consultants who are licensed by the Government of Saskatchewan or are working in partnership with someone who is licensed by the Government of Saskatchewan. Failure to do so could result in loss of protection under the *The Foreign Worker Recruitment and Immigration Services Act*, including the ability to compensate foreign nationals for financial losses they may have incurred as a result of a violation of the Act by the immigration consultant or recruiter. A list of all licensed individuals is posted at: www.saskimmigrationcanada.ca/licensed-recruiters-and-immigration-consultants.

You must complete and sign Section B of the [Ethical Conduct Disclosure and Applicant Declaration Form](#) to declare whether or not you are appointing a representative to act on your behalf with the SINP and whether or not you obtained assistance from anyone in completing the application form. If you have appointed a representative, he/she must also complete and sign Section C of the form.

If you are using a representative you must also complete and submit a scanned copy of the form [IMM-5476: Use of a Representative](#) .

It is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If you have a representative and do not disclose the name of your representative to the SINP or if you use an unlicensed representative, your application may be refused.

You may only appoint one paid or unpaid representative to conduct business on your behalf with the SINP at any time. If you wish to cancel the appointment of your representative or appoint new representative at any time, you must complete a new IMM 5476 and ensure that you complete Section C: Cancel a Representative. If you wish to appoint another representative, you must submit a new [Ethical Conduct Disclosure and Applicant Declaration Form](#). If you are making a change after your application has been submitted, email the forms to immigration.documents@gov.sk.ca.

The Foreign Worker Recruitment and Immigration Services Act and regulations came into effect on October 11, 2013. The legislation protects foreign nationals during the process of immigrating and being recruited to work in Saskatchewan by regulating employers, immigration consultants and recruiters.

To learn about using Immigration Representatives in Saskatchewan, please visit: www.saskimmigrationcanada.ca/immigration-representatives

To learn about the ethical practices you should expect from immigration consultants and recruiters, please visit: www.saskimmigrationcanada.ca/protection-for-immigrants-and-foreign-workers. If you are being recruited for a job with a Saskatchewan employer, your recruitment cannot be contingent upon you purchasing other services, such as immigration services.

Please visit “[Learn about using a representative](#)” on the [Citizenship and Immigration Canada website](#) to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect yourself from scams and immigration fraud.

Definitions

Immigration Representatives

A representative is someone who has your permission to provide assistance with your application to the SINP or CIC. Representatives can be either “paid” or “unpaid”. An “unpaid” representative is someone who is a family member or an organization or individual exempted from the requirement to obtain a license under *The Foreign Worker Recruitment and Immigration Services Act*, and who does not charge a fee for their representation. An “unpaid” friend cannot legally act as an unpaid representative in your application. The definition of a family member exempted from the licensing requirement applies to the applicant or the applicant’s spouse, parent, child, brother or sister, uncle or aunt, niece or nephew, first cousin, or grand-parent (including step family relationships). A “paid” representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC). Immigration consultants are required to follow a code developed by the [Immigration Consultants of Canada Regulatory Council](#).

Recruitment Representatives

A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application.

Designated Individuals

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about the application. For example, if you hire a lawyer to assist with the application, you may also want a family member to have access to information about the application. If you wish to have personal information released to someone who is not your representative, you must complete the form [IMM-5475: Authority to Release Personal Information to a Designated Individual](#) and submit it with your application to the SINP. Designated individuals will not receive any written communication from the SINP, but they can receive verbal information about the application by calling (001 for Canada) 306-798-7467.

Immigration Lawyers

If you choose to use an immigration lawyer, you must use one that is currently entitled to practice law. Immigration lawyers are required to follow *The Foreign Worker Recruitment and Immigration Services Act*, however they do not need to be licensed in order to provide immigration services. Lawyer must be licenced as a foreign worker recruiter if they provide recruitment services.

IV. Important Terms

The following definitions will help you to understand this application guide:

Accompanying Dependent – An individual (spouse, common-law partner, or dependent child), who depends on your financial support and is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **one** of the following criteria:

- is under the age of 22 and do not have a spouse or common-law partner; or
- is a full-time student on an ongoing basis since before the age of 22, and has depended largely on a parent’s financial support since that time, or
- is 22 years old and over, and became a spouse or partner before the age of 22, and has been a full-time student on an ongoing basis since before the age of 22 and has depended largely on a parent’s financial support since they became a spouse or partner, or
- is 22 years old and over, and has depended largely on the parent’s financial support since before the age of 22 because of a physical or mental condition.

Adoption – When an adult becomes the legal parent of a child who is not the adult’s biological child.

Adoption Papers – The documents that prove you are the legal parent of your adopted child.

Affidavit – A sworn statement in writing. It is a written promise that this is your statement.

Apprenticeship – Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprentices learn the skills of a trade through working in the occupation, supervised by a journeyman. Apprenticeship usually combines on-the-job experience with technical classroom training. After a period of supervised employment, the apprentice attends in-school training, where they learn additional skills that reflect the needs and standards of the industry. On-job-training alone may not be recognized as formal apprenticeship.

SINP-Registered Employer – an approved employer that is registered with the SINP and is able to hire foreign workers and nominees.

Canadian Visa Office – A Citizenship and Immigration Canada (CIC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

Commissioner of Oaths – A public official who is present when you make an oath (or sign an affidavit). They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

Common-law partner – A person of the opposite or same sex who has been living with the principal applicant in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.

Compulsory Trade – To work in a compulsory apprenticeship trade you must hold a journeyman certificate or be registered as an apprentice with the Saskatchewan Apprenticeship and Trade Certification Commission.

Custody Documents – If the parents of a child (or children) are divorced, these are the legal documents that describe the agreement the parents have made about where the children live.

Designated Trade – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

Immigration Representative – someone who has your permission to conduct business for you with the SINP and Citizenship and Immigration Canada (CIC). Representatives can be either paid or unpaid.

In-laws – Relatives by marriage (e.g. your wife's father is your father-in-law).

Intended Occupation – the occupation that the applicant has a job offer in or the occupation that they intend to occupy in Saskatchewan and that they have worked in over the past ten years related to their field of education.

“Unpaid Representative” means a person who provides assistance, information, counseling, or advice to the applicant about an SINP application without charging a fee or receiving any kind of payment.

The term “unpaid representative” does not necessarily include anyone with whom you discuss your plans in an informal way, but it is intended to include any person who provides assistance, advice, or information about an application to the SINP or a federal immigration application. Under [The Foreign Worker Recruitment and Immigration Services Act](#), unpaid representatives must be a family member, or an organization or individual exempted from the requirement to obtain a licence under the Act. A friend of the applicant is not considered an “unpaid” representative.

“Paid Representative”- means a person who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or a provincial law society who acts on behalf of an applicant applying for immigration under the SINP. Only members of ICCRC or lawyers are authorized to charge fees for immigration advice and/or services under the SINP. If using the services of a paid representative, the applicant must confirm that the representative is a member in good standing of one of these professional associations and is licensed by Saskatchewan. For more information, please visit www.cic.gc.ca/english/information/representative/index.asp

National Occupation Classification (NOC) – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market. More information can be found at: www.saskimmigrationcanada.ca/sinp-noc-credential-recognition

NOC Matrix - A chart called the [NOC 2006 matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

Nominate – The term used by the Government of Saskatchewan to describe the assessment and selection of individuals by the Saskatchewan Immigrant Nominee Program (SINP) for immigration. The SINP nominates approved individuals/applicants to the Government of Canada (Citizenship and Immigration Canada) for permanent residency. Nominees apply to Citizenship and Immigration Canada (CIC) for permanent residency and undergo health, security, and criminality screening by CIC.

Notary Public (also called a notary) – This is a public official who verifies that documents are real and/or official. They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

Oath – A promise that a statement is true.

Permanent Resident – A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.

Principal Applicant – The person (you or your spouse) who has a better chance of meeting the selection criteria for the International Skilled Worker Category.

Professional Designation – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write “Ph.D” after your name as a statement of your education. Licensed engineers can use the designation “P.Eng” after their name. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [Is my Occupation Regulated?](#) and [Working in Canada](#).

Professional License – In some professions, you require a license in order to work in that occupation (e.g. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [Is my occupation regulated?](#) and [Working in Canada](#).

Regulated Occupation – Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience. A regulatory body sets the standards for the profession and eligibility criteria. In order to work in a regulated occupation with **mandatory** (compulsory) certification or licensing, you must have a license or certificate or be registered with the regulatory body for your occupation *before* you begin work. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [Is my occupation regulated?](#) and [Working in Canada](#).

SaskJobs – This website is the largest job-posting site in the province, with opportunities in all labour market sectors. Job postings range from entry level to trade, professional or management positions. The [Working section](#) of saskimmigrationcanada.ca can also help you learn more about finding work and becoming familiar with Saskatchewan workplaces.

Spouse – A husband or wife of the opposite or same sex.

Supporting Documents – The documents required for your immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.). See the Supporting Documents section of this guide for more information.

Appendix A – SINP In-Demand Occupation List

NOC	Occupation	Skill Level
Management		
0013	Senior managers - Financial, communications and other business services	Mgt
0014	Senior managers - Health, education, social and community services and membership organizations	Mgt
0015	Senior managers - Trade, broadcasting and other services, n.e.c.	Mgt
0016	Senior managers - Goods production, utilities, transportation and construction	Mgt
0111	Financial managers	Mgt
0112	Human resources managers	Mgt
0113	Purchasing managers	Mgt
0121	Insurance, real estate and financial brokerage managers	Mgt
0122	Banking, credit and other investment managers	Mgt
0131	Telecommunication carriers managers	Mgt
0211	Engineering managers	Mgt
0212	Architecture and science managers	Mgt
0213	Computer and information systems managers	Mgt
0312	Administrators, post-secondary education and vocational training	Mgt
0314	Managers in social, community and correctional services	Mgt
0411	Government managers, health and social policy development and program administration	Mgt
0412	Government managers, economic analysis, policy development and program administration	Mgt
0413	Government managers, education policy development and program administration	Mgt
0511	Library, archive, museum and art gallery managers	Mgt
0513	Recreation, Sports and Fitness Program and Service Directors	Mgt
0711	Construction managers	Mgt
0713	Transportation managers	Mgt
0721	Facility operation and maintenance managers	Mgt
0811	Primary production managers (except agriculture)	Mgt
0911	Manufacturing managers	Mgt
0912	Utilities managers	Mgt
Business, Finance and Administration		
1111	Financial auditors and accountants	A
1112	Financial and investment analysts	A
1113	Securities agents, investment dealers and brokers	A
1121	Specialists in human resources	A
1221	Administrative officers	B
1222	Executive assistants	B
1223	Personnel and recruitment officers	B
1224	Property administrators	B
1225	Purchasing agents and officers	B
1232	Loan officers	B

1241	Secretaries (except legal and medical)	B
1242	Legal secretaries	B
1243	Medical secretaries	B
1244	Court recorders and medical transcriptionists	B

Natural and Applied Sciences

2112	Chemists	A
2113	Geologists, geochemists and geophysicists	A
2121	Biologists and related scientists	A
2123	Agricultural representatives, consultants and specialists	A
2131	Civil engineers	A
2132	Mechanical engineers	A
2133	Electrical and electronics engineers	A
2134	Chemical engineers	A
2141	Industrial and manufacturing engineers	A
2143	Mining engineers	A
2144	Geological engineers	A
2145	Petroleum engineers	A
2147	Computer engineers (except software engineers)	A
2148	Other professional engineers, n.e.c.	A
2151	Architects	A
2153	Urban and land use planners	A
2154	Land surveyors	A
2161	Mathematicians, statisticians and actuaries	A
2171	Information systems analysts and consultants	A
2172	Database analysts and data administrators	A
2173	Software Engineers and Designers	A
2174	Computer programmers and interactive media developers	A
2175	Web designers and developers	A
2211	Chemical technologists and technicians	B
2212	Geological and mineral technologists and technicians	B
2221	Biological technologists and technicians	B
2222	Agricultural and fish products inspectors	B
2223	Forestry technologists and technicians	B
2224	Conservation and fishery officers	B
2225	Landscape and horticultural technicians and specialists	B
2231	Civil engineering technologists and technicians	B
2232	Mechanical engineering technologists and technicians	B
2233	Industrial engineering and manufacturing technologists and technicians	B
2234	Construction estimators	B
2241	Electrical and electronics engineering technologists and technicians	B
2243	Industrial instrument technicians and mechanics	B
2244	Aircraft instrument, electrical and avionics mechanics, technicians and inspectors	B
2251	Architectural technologists and technicians	B
2253	Drafting technologists and technicians	B
2254	Land survey technologists and technicians	B
2255	Mapping and related technologists and technicians	B
2262	Engineering inspectors and regulatory officers	B
2263	Inspectors in public and environmental health and occupational health and safety	B
2264	Construction inspectors	B
2281	Computer Network Technicians	B

2282	User support technicians	B
2283	Systems testing technicians	B

Social Science, Education, Government and Religion

4131	College and other vocational instructors	A
4141	Secondary school teachers	A
4142	Elementary school and kindergarten teachers	A
4143	Educational counsellors	A
4151	Psychologists	A
4152	Social workers	A
4211	Paralegal and related occupations	B
4212	Community and social service workers	B
4213	Employment counsellors	B

Art, Culture, Recreation and Sport

5111	Librarians	A
5124	Professional occupations in public relations and communications	A
5241	Graphic designers and illustrators	B
5242	Interior designers	B

Sales and Service

6221	Technical sales specialists, wholesale trade	B
6231	Insurance agents and brokers	B
6272	Funeral directors and embalmers	B

Trades, Transport and Equipment Operators

7211	Supervisors, machinists and related occupations	B
7212	Contractors and supervisors, electrical trades and telecommunications occupations	B
7213	Contractors and supervisors, pipefitting trades	B
7214	Contractors and supervisors, metal forming, shaping and erecting trades	B
7215	Contractors and supervisors, carpentry trades	B
7216	Contractors and supervisors, mechanic trades	B
7217	Contractors and supervisors, heavy construction equipment crews	B
7219	Contractors and supervisors, other construction trades, installers, repairers and servicers	B
7221	Supervisors, railway transport operations	B
7222	Supervisors, motor transport and other ground transit operators	B
7231	Machinists and machining and tooling inspectors	B
7241	Electricians (except industrial and power system)	B
7242	Industrial electricians	B
7243	Power system electricians	B
7244	Electrical power line and cable workers	B
7245	Telecommunications line and cable workers	B
7246	Telecommunications installation and repair workers	B
7251	Plumbers	B
7252	Steamfitters, pipefitters and sprinkler system installers	B
7253	Gas fitters	B
7261	Sheet metal workers	B
7262	Boilermakers	B
7263	Structural metal and platework fabricators and fitters	B
7264	Ironworkers	B
7265	Welders and related machine operators	B
7271	Carpenters	B
7272	Cabinetmakers	B
7281	Bricklayers	B
7282	Concrete finishers	B

7283	Tilesetters	B
7284	Plasterers, drywall installers, finishers and lathers	B
7291	Roofers and shinglers	B
7292	Glaziers	B
7293	Insulators	B
7294	Painters and decorators	B
7295	Floor covering installers	B
7311	Construction millwrights and industrial mechanics (except textile)	B
7312	Heavy-duty equipment mechanics	B
7313	Refrigeration and air conditioning mechanics	B
7314	Railway carmen	B
7315	Aircraft mechanics and aircraft inspectors	B
7316	Machine fitters	B
7318	Elevator constructors and mechanics	B
7321	Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers	B
7322	Motor vehicle body repairers	B
7332	Electric appliance servicers and repairers	B
7333	Electrical mechanics	B
7334	Motorcycle and other related mechanics	B
7335	Other small engine and equipment mechanics	B
7342	Tailors, dressmakers, furriers and milliners	B
7344	Jewellers, watch repairers and related occupations	B
7352	Power systems and power station operators	B
7361	Railway and yard locomotive engineers	B
7371	Crane operators	B
7373	Water well drillers	B
7381	Printing press operators	B

Primary Industry

8221	Supervisors, mining and quarrying	B
8222	Supervisors, oil and gas drilling and service	B
8231	Underground production and development miners	B
8232	Oil and gas well drillers, servicers, testers and related workers	B
8241	Logging machinery operators	B
8252	Agricultural and related service contractors and managers	B
8253	Farm supervisors and specialized livestock workers	B
8254	Nursery and greenhouse operators and managers	B
8255	Landscaping and grounds maintenance contractors and managers	B
8256	Supervisors, landscape and horticulture	B

Processing, Manufacturing and Utilities

9211	Supervisors, mineral and metal processing	B
9212	Supervisors, petroleum, gas and chemical processing and utilities	B
9213	Supervisors, food, beverage and tobacco processing	B
9215	Supervisors, forest products processing	B
9226	Supervisors, other mechanical and metal products manufacturing	B
9227	Supervisors, other products manufacturing and assembly	B
9231	Central control and process operators, mineral and metal processing	B
9232	Petroleum, gas and chemical process operators	B